

Career Opportunity Bulletin

CORRECTIONAL SERGEANT

CODE: 520800 PAY GRADE: 19 (\$15.31 - \$19.94/hr.)



Value of State-paid Dental Insurance: \$13.69 biweekly

Value* of State-paid Health Insurance:

- Level 1: 100% State Contribution (employee pays nothing): \$363.77 biweekly
- Level 2: 95% State Contribution (employee pays 5%): \$345.58 biweekly
- Level 3: 90% State Contribution (employee pays 10%): \$327.39 biweekly
- Level 4: 85% State Contribution (employee pays 15%): \$309.20 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2011.

Value of State's share of Employee's Retirement: 17.87% of pay

OPENING DATE: June 8, 2012

CLOSING DATE: June 21, 2012

Only Employees With Promotional Status In The Department Of Corrections May Apply.

JOB DESCRIPTION:

This is investigative and protective services work of a supervisory nature involving the custody, security, discipline, treatment, and rehabilitation of persons committed to an adult correctional facility. Work includes directing and overseeing subordinate officers in the progressive care and training of inmates, directing the handling of emergencies, and ensuring adequate staff coverage. Work is performed under general supervision.

MINIMUM REQUIREMENTS:

In order to qualify, you must have two (2) years experience as a Correctional Officer in a federal, state, or county correctional facility.

Special Requirement: Completion of 80 hour Basic Corrections Training Course must be met prior to attaining permanent status.

GENERAL INFORMATION:

- The Department of Corrections has a current vacancy at the Central Maine Pre-release Center in Hallowell, ME; which is a work site of the Maine Correctional Center.
- ***An on-line application is required for this job title and must be submitted even if you are currently on any other registers.***
- *You must complete the required Supplemental Qualifications Form (First part of online application "apply now" process).*
- Your application evaluation results will be e-mailed to the address you use to login to your online account.

TYPICAL DUTIES in this job classification include.

- Directs, observes, and evaluates the day-to-day work activities of subordinate staff in order to ensure work requirements are accomplished properly.
- Supervises and participates in the development and implementation of treatment strategies and integrates daily activities with treatment goals in order to assist in the rehabilitative process.
- Observes, monitors, controls, and evaluates the activity and movement of prisoners within a specified area/unit in order to ensure observance of institutional rules and to ensure security and safety of the area/unit.
- Inspects living areas and institutional grounds in order to ensure rules and regulations are being observed and prisoners are properly secured.
- Monitors and reviews weekly evaluations of prisoner behavior in order to identify potential problems and ensure follow-up of evaluations.
- Schedules transportation of prisoners as needs arise in order to ensure safe, secure, proper and timely movement of prisoners.

The Bureau of Human Resources reserves the right to use any other selection devices necessary in order to identify those candidates who are most qualified.

APPLICATION INFORMATION:

You must complete the on-line application by logging on to our Web Page (www.maine.gov/bhr/state_jobs), clicking the Open Competitive Jobs link, and clicking Apply Now under this job title.

The Bureau of Human Resources is unable to provide copies of submitted materials.

Maine State Government is an Equal Opportunity/Affirmative Action Employer

SUPPLEMENTAL QUALIFICATIONS FORM

Correctional Sergeant (520800)

APPLICANT'S NAME: _____

INSTRUCTIONS:

- Your responses on this form will be the basis making a numerical evaluation of your background training and experience (your final score).
- *False or misleading statements may result in rejection of your Application for Employment or dismissal from Maine State Service if selected.*
- Statements made on this form and in your application are subject to verification by the Bureau of Human Resources and the Appointing Authority.

SECTION I: (Minimum Requirements)

Work Experience Guidelines for this section ONLY:

- Work Experience must be **full time equivalent (40 Hours/Week).**

Please check the statement which best describes your education and/or experience.	
I have two years of experience as a Correctional Officer in a federal, state, or county correctional facility.	
I don't have two years of experience as a Correctional Officer in a federal, state, or county correctional facility.	

Directions for Section II & III: Indicate your skill level by marking the appropriate boxes for each item listed. **It is important that you be as honest as possible in your evaluation of your skills.** If you are selected to be interviewed for one of these positions, you should anticipate the interviewer will have a copy of your self-evaluation and ask you to provide examples of your work experience or training that support your self-evaluation ratings. You may also be required to complete a performance test to demonstrate your proficiencies in selected skills.

Definitions:

None - I have no training, education, or experience in this area.

Level 1 - I have some experience performing this task under close supervision
– OR – I have successfully completed training or coursework in this area, but I have no experience performing this task.

Level 2 - I have experience performing this task and am fully capable of performing this task independently.

Level 3 - I have experience performing this task independently and have trained others or provided assistance to other staff in this area.

***Supervision means you were responsible for the hiring, firing, and performance evaluations of the staff that were performing the tasks; this does not mean you have led the work of others performing these tasks.**

SECTION II:

I have:	None	Level 1	Level 2	Level 3
Directed, observed, and evaluated the day-to-day work activities of subordinate staff.				
Supervised* staff including responsibility for hiring, firing, and performance evaluations.				
Supervised* correctional staff including responsibility for hiring, firing, and performance evaluations.				
Supervised staff and tracked their progress with training and learning new duties.				
Participated in the development and implementation of security strategies and integrated daily activities with security goals.				
Supervised the development and implementation of security strategies and integrated daily activities with security goals.				
Participated in the development and implementation of treatment strategies and integrated daily activities with treatment goals such as substance abuse, psychology services, vocational programs, etc.				
Supervised and participated in the development and implementation of treatment strategies and integrated daily activities with treatment goals such as substance abuse, psychology services, vocational programs, etc.				
Observed, monitored, controlled, and evaluated the activity and movement of prisoners within a specified area/unit to ensure security and safety of the area/unit.				
Intervened in and controlled acts of negative behavior and violence using deescalation techniques, physical force, restraints, firearms, chemical weapons, or other methods.				
Documented observations and prepared reports concerning individual and group interaction, participation, and progress made in security programs.				
Documented observations and prepared reports concerning individual and group interaction, participation, and progress made in treatment programs such as substance abuse, psychology				

services, vocational programs, etc.				
Inspected living areas and institutional grounds to ensure rules and regulations are being observed and prisoners are properly secured.				
Participated in the investigation and reporting of prisoner violations of institutional rules.				
Supervised the investigation and reporting of prisoner violations of institutional rules.				
Participated in the investigation and reporting of staff violations of institutional rules.				
Supervised* the investigation and reporting of staff violations of institutional rules.				
Monitored and reviewed weekly evaluations of prisoner behavior.				
Conducted health safety inspections relative to worker's compensation incidents and completed the submission of worker's compensation reports.				
Participated and ensured compliance with the American Correctional Associate Standards for prisoner housing and security.				
Monitored others and ensured their compliance with the American Correctional Associate Standards for prisoner housing and security.				
Used chemical weapons.				
Used mechanical restraints.				
I am familiar with the compliance requirements for the American Correctional Associate Standards for prisoner housing and security.				

SECTION III:

Computer Experience:	None	Level 1	Level 2	Level 3
Correctional Information System (CORIS)				
Spreadsheets				
Word processing				
Database				